

Commonwealth of Massachusetts Human Resources Division
2008 Fire Promotional Exams for Lieutenant and Captain
Employment Verification Form

Instructions: The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, November 22, 2008. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than 7 calendar days after the exam, or November 29, 2008. **Applicants who are claiming the 25-Year Promotional Preference:** This Form will serve as the primary source of verification and computation of an applicant's eligibility for this preference, and the exam date of November 22, 2008 will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent Firefighter or a Temporary Firefighter after certification may be applied toward one's eligibility for this preference. Please be thorough in completing this form.

Name of Applicant: _____ Social Security #: _____
Verifying Department: _____ Exam Title: _____ Annc. #: _____

I. PERMANENT SERVICE

List Date of Original Permanent Appointment: _____ Title: _____
List Dates and Reasons for any breaks in service: _____

II. PROMOTIONS WITHIN DEPARTMENT

List Dates of Promotions and Rank:

<u>Rank:</u>	<u>Date of Promotion:</u>
_____	_____
_____	_____
_____	_____

III. RESERVE, INTERMITTENT, ACTING, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Acting Lt., Temp. Capt., etc.)

A) List Service from November 22, 2003 to November 22, 2008 (11/22/2003 – 11/22/2008).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> (Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)	<u>Dates of Service Timeframe:</u> (From – To)
(Example: Temporary Captain)	FT	2/1/08 – 11/22/2008)
_____	_____	_____
_____	_____	_____
_____	_____	_____

B) List Service from November 22, 1996 to November 22, 2003 (11/22/1996 – 11/22/2003).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> (Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)	<u>Dates of Service Timeframe:</u> (From – To)
(Example: Acting Lieutenant)	35 Shifts	7/12/99 – 9/1/2001)
_____	_____	_____
_____	_____	_____
_____	_____	_____

C) List service prior to November 22, 1996, as a Reserve/Intermittent or Temporary Firefighter after certification, for the purpose of computing the applicant's eligibility for the 25-Year Promotional Preference. Please include service dates and number of shifts worked: _____

Print Name of Appointing Authority (or designee): _____
Title of Designee: _____

Signature of Appointing Authority (or designee): _____ Date: _____